

AIR NATIONAL GUARD

MILITARY TECHNICIAN VACANCY

HUMAN RESOURCES OFFICE
NEW MEXICO NATIONAL GUARD
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ANNOUNCEMENT NUMBER: T-04-2011

CLOSING DATE: 26 February 2004

POSITION TITLE, SERIES, AND GRADE

SALARY RANGE

Accounting Technician

GS-0525-07

\$32,447 - \$42,177 per year

For a complete listing of current vacancy announcements, please visit our website:

<https://www.nm.ngb.army.mil>

AREA OF CONSIDERATION: Permanent Presently Employed Excepted Federal Technicians in the New Mexico Air National Guard assigned to the Financial Management Section.

APPOINTMENT FACTORS: Excepted Federal Service – **Enlisted.**

POSITION LOCATION: Financial Management Section, 150th Fighter Wing, New Mexico Air National Guard, Kirtland Air Force Base, New Mexico.

OPENING DATE: 04 February 2004.

DATE VACANCY EXISTS: Currently exists.

POSITION NUMBERS: 80479000.

POSITION POTENTIAL: The top grade of this position is GS-07.

APPOINTMENT REQUIREMENTS: Excepted Civil Service. Individual selected must be assigned to an enlisted position in the New Mexico Air National Guard. Individual must wear the uniform as prescribed by National Guard Bureau policies and the Adjutant General of New Mexico.

ACTIVE GUARD RESERVE (AGR) ANNOUNCEMENT: This position is also being advertised as Vacancy Announcement M-04-2011 AIR/AGR for presently employed AGR personnel who wish consideration with retention of AGR status.

RE-PROMOTION STATEMENT: New Mexico Air National Guard technicians who were previously downgraded from a grade equal to, or higher than that advertised at the target grade in this announcement, and who are still receiving pay retention benefits from that downgrade, may be considered for this position as an exception to competition. Technicians who desire re-promotion consideration must send a letter to the Human Resources Office, prior to the closing date of this announcement, requesting consideration for re-promotion.

PERMANENT CHANGE OF STATION (PCS) BENEFITS: PCS benefits are not authorized.

EQUAL OPPORTUNITY: The New Mexico National Guard is an Equal Opportunity Employer. Selection for a position will be made without regard to race, religion, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization, non-disqualifying physical handicap, age (except military requirement for excepted technicians) or any other non-merit factor. Under Public Law 90-486, veterans' preference is not applicable.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determination for reasonable accommodation will be made on a case-by-case basis.

INSTRUCTIONS FOR APPLYING: Individuals who think that they meet the basic qualification requirements may apply. Application will be made by resume, Optional Form 612, Standard Form 171, or in any other written format. Permanent presently employed technicians of the New Mexico National Guard may submit AGONM Form 300. Although the federal government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for federal employment. If your application does not provide all the information requested in the job vacancy announcement, you may lose consideration for a job. Applications will be accepted only if they are received in the Human Resources Office by close of business on the closing date of the vacancy announcement; received postmarked (or other common carrier receipt mark) on or before the closing date of the vacancy announcement; or delivered to the Human Resources Office representative during her/his regularly scheduled Thursday trip to the New Mexico Air National Guard Headquarters Building. Assurance of a legible postmark or other carrier receipt mark is the responsibility of the applicant. It is a violation of 18 USC 1719 to use government postage to send applications and violators may be subject to disciplinary action and fine as prescribed by law. Applications submitted by facsimile equipment (FAX) will be accepted for consideration. The New Mexico National Guard is not responsible for monitoring the quality or completeness of the FAX.

EVALUATION METHOD: All applicants will be initially screened against mandatory qualifications. A staff representative of the Human Resources Office will conduct the evaluation. The evaluation will be based on the knowledge, skills, and abilities (KSAs) considered necessary for successful performance in the position.

MILITARY COMPATIBILITY: Individual selected must be assigned, prior to appointment, to a compatible Duty Air Force Specialty Code of: 6F0X1.

BASIC QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated below. These qualification requirements must be met, in addition to any military requirements, in order to be found qualified for and selected to this position.

GENERAL EXPERIENCE: Clerical experience which demonstrates arithmetic aptitude and ability, accuracy and attention to detail, and the ability to apply established procedures for recording and compiling data.

SPECIALIZED EXPERIENCE: Must have twelve months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of an extensive body of accounting procedures and techniques to understand and work with a total accounting system covering operations which involve a large number of different programs, thus generating a variety of transactions to maintain the general ledger or summary cost accounts; to classify all types of normal transactions and recurring adjustments; to reconcile and adjust accounts; and to trace and correct discrepancies.
2. Knowledge to validate and maintain manual and automated documents for various computerized accounting systems to facilitate correction of detected errors and to make changes and modifications to obligations, collections, disbursements, and inter-fund transactions.
3. Ability to conduct briefings and orientations.

QUALITY AND TYPE OF EXPERIENCE: The required amount of experience will not in itself be accepted as proof of qualification. The quality, type and scope of the experience must be of such nature as to demonstrate that applicants are fully qualified to perform the duties at the level for which they apply.

DOCUMENTATION: Applicants must explain in detail, in the application, how the specialized experience was acquired, including applicable dates. Applicants should include, with application, any training completion certificates/transcripts in the areas covered in the KSAs.

SUMMARY OF DUTIES: Analyzes, validates and maintains manual and automated documentation for various computerized accounting systems. Possesses a broad knowledge of policies, procedures, and regulations pertaining to travel and commercial accounting. Transactions involve multiple appropriations, including Operation and Maintenance, Military Personnel, Military Construction, and Other Air Force Procurement. Receives various commitment and obligation documents, including purchase requests, purchase orders, contracts, receiving reports, travel orders, Commercial Bills of Lading, and similar documents for certification against appropriated funds and manages them through all stages of accounting. Trains module managers and other users of automated financial document systems.